

CURRICULUM-VITAE

HARISH DAGAR

PERMANENT ADDRESS

Village: Bagru, V.P.O: Tihar Bagru
Sonipat - 131022
(Haryana)

Phone: +91 9729439335

E-Mail:

Harishdagar123@gmail.com

Personal Data

Father's Name: Lt. Sh. Balraj Dagar

Date of Birth: April 07, 1990

Marital Status: Married

Sex : Male

Nationality : Indian

OBJECTIVE

To work with an organization which provides me with a growth-oriented career, wherein I can apply my knowledge and use and develop my analytical skills and thereby achieve both my personal as well as the organizational goals.

Academic Qualification

Education	Board / University	Division
BBA	Jodhpur	1st
12 th	HBSE	1 st
10 th	HBSE	2 nd

Computer Skills:

Friendly with computer skills & computer M.S Office, Excel, MS Projects, SAP MM.

Experience Detail:

- > Company Name :- Citra Properties Ltd. (INDIABULLs Group)
Tenure :- May. 2013 to Nov 2019
Designation :- Sr. Store & Admin – SAP MM
- > Company Name :- METRO CONSTRUCTWELL LTD.
Tenure :- Jan 2020 to Sept 2021
Designation :- Sr. Store
- > Company Name :- SELF SIGNATURE
Tenure :- Sept 2021 to June 2023
Designation :- Sr. Store & Admin
- > Company Name :- PADIA POTTERY
Tenure :- Aug 2023 to Dec 2023
Designation :- Store In-charge
- > Company Name :- Krishna Build Estate Pvt. Ltd.
Tenure :- Dec 2023 to Till Date
Designation :- Store In-charge & Admin

Role & Responsibility

- > SAP MM: Create PR, Create PO, Service Entry Sheet, Good Receipt No & MIRO
- > Ensures that all material, equipment's and machines are working properly and office supplies never run out
- > Coordinate deliveries for supplies, machines, equipment's & provisions with contracted suppliers
- > General office management such as ordering stationary
- > Organizing travel and accommodation for staff and customers
- > Handling Cafeteria, Housekeeping & Security & support staff.

Hobbies & Interests

- Athletic games
- Surfing net
- Music
- Travelling

Languages Known

- English
- Hindi

- Resolving customer complaints quickly and efficiently
- Meeting with managers in the organization to plan strategically.
- Responsible for working in close co-ordination with the Site, HO and vendors etc. for ensuring timely delivery of all materials to the site
- Work in close co-ordination with other departments for timely preparation of relevant documents for all material procured.
- Regularly interact with the vendors / suppliers for ensuring timely delivery of material at the site
- Coordination with Indenter, Contractor & Suppliers for material requirement, ordering, receipt, storage & issuance
- As per the direction from HO team, responsible for all material related Purchase/ Work Order preparation and distribution
- To build databases on local vendors and supply sources
- To follow up with the vendor on status of material as per delivery schedule
- Scrutinizing all the indents received from site and forwarding same to Purchase Department
- Receipt & issue of material as per site requirement and keeping its records daily basis.
- Checking all the specification, quantity & quality of receipt material
- Maintaining all the data related to challan/s in Daily Inward/Outward & Computer System
- Maintaining Material stock statement/ Material reconciliation statement on monthly basis
- To receive the bills, check and monitor them and allow any deductions or additions after taking prescribed approvals.
- To monitor usage of materials and ensure no materials are lying idle at the site.
- To coordinate with the head office to monitor the movement of materials from HO to the site

Key Skill & Expertise

- Databases: SAP-MM, MS office
- Operating Systems: Windows (2007, XP)
- Efficient management & organizational abilities
- Ability to work in complex environment.
- Excellent ability to handle verity of tasks & shift priorities simultaneously
- Time management.

The above-mentioned information is correct and true and nothing has been concealed.

Date:
Place: Sonipat

(Harish Dagar)